

YORK COUNTY JOB DESCRIPTION

JOB TITLE: COUNSELOR I

CROSSROADS COMMUNITY YOUTH HOME JUVENILE SERVICES/COMMUNITY SERVICES

GENERAL STATEMENT OF JOB

Responsible for supervising, caring for, and counseling residents in a community based residential group home. Responsible for the group home operation during scheduled shift work. Depending on the assigned shift, the incumbent may be working alone, without any supervisor readily available. Work is performed under the regular supervision of a Program Manager I and is reviewed through conferences, daily reports, and records.

ESSENTIAL JOB FUNCTIONS

Supervises and directs house routine, therapeutic program and maintains behavioral norms for residents during assigned shift work. Maintains responsibility for administration of assigned house systems; maintains inventory of cleaning products and other household supplies and equipment.

Responsible for health care, and physical well being of residents including monitoring of medication under proper medical supervision.

Coordinates and assists in food procurement and preparation, housekeeping, and other related work as assigned; prepares meals as required.

Coordinates and implements assigned areas of group home programming such as recreation, physical property, food services and the like.

Provides transportation as required.

Promotes good community relationships, and utilized needed community services.

ADDITIONAL JOB FUNCTIONS:

Performs other related work as required.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES

Some knowledge of counseling procedures and techniques with socially and emotionally maladjusted children.

COUNSELOR I - CROSSROADS COMMUNITY YOUTH HOME - AUGUST, 1999

Some knowledge of interviewing techniques and procedures.

Some knowledge of child and adolescent psychology.

Ability to work effectively under stress in a group home environment.

Ability to organize and implement a variety of supplemental programs for group home residents.

Ability to exercise good judgement and resourcefulness in meeting difficult non-routine problems and situations, and ability to plan and carry out work effectively.

TRAINING AND EXPERIENCE

Bachelor's degree in human services, social work, psychology, counseling or a field related to family services or child care and development, or an equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Possession of a valid driver's license issued by the Commonwealth of Virginia. Requires an acceptable background check.

Must be certified in CPR, Basic First Aid, Medication Training, Handle with Care or another form of non-violent Crisis Intervention.

PHYSICAL AND MENTAL STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including, copiers, calculators, pagers, etc. Must be physically able to operate a motor vehicle. Requires ability to move objects such as tables and equipment around. At times, may need to restrain a resident. Usually requires walking or standing to a significant degree. _

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors, and giving instructions, assignments or directions to clients.

Language Ability: Requires the ability to read a variety of professional literature, reports, correspondence, forms, records, etc. Requires the ability to prepare correspondence, reports, forms, treatment plans, intake reports, etc., using prescribed formats and conforming to all rules of

COUNSELOR I - CROSSROADS COMMUNITY YOUTH HOME - AUGUST, 1999

punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires basic ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and emergency situations.

Physical Communication: Requires the ability to talk and hear.

Prepared by: _____

Date: _____

Approval: _____